

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Management of Supergrade Personnel

1. Although this Agency is named as one exempt from the proposed Federal Executive Service, we have been examining that legislative proposal for its potential influence on our operations and to determine whether it contains features suitable for adoption by Agency management. We have concluded that the proposal offers nothing which would enhance the management authority of the Director. Our personnel program has the essential flexibility for executive management which the proposed Federal Executive Service would give to other agencies. Agency regulations provide that "the Director of Central Intelligence will determine the number of Agency personnel who may hold supergrade rank," - and -- "an employee will hold supergrade rank for such time as the Director may determine, regardless of the nature of the duties performed."

2. The proposed FES provides periodic reviews of supergrades to determine their continuance at that level; and, we were reminded that our current program does not include such reviews. This Agency had something of the sort when the initial appointment of supergrades was "temporary" and their conversion to "permanent" status was based upon a subsequent review of their performance at that level. I am persuaded that our current program is deficient in not providing for some such review. Yet, considering the overall circumstances of senior Agency executives, I believe it would be inadvisable either to convert them to limited contract status as the FES would do or to reestablish "temporary" supergrade appointments.

3. Instead, I suggest that the Director advise the Deputy Directors each year by memorandum of his continuing desire that senior executive positions be manned by the best qualified officers available. In that memorandum the Director would ask the Deputies to review the performance of supergrade officers under their jurisdiction and to advise him whether or not each, by name, should continue to hold his supergrade rank or be displaced. The Director would express his intent to consider such advice and to retire if eligible or downgrade those officers whom he determined should be displaced for the good of the service. Any downgrading resulting from such action by the Director would be accomplished with salary retention for two years

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after which the individuals concerned would be reduced to an appropriate salary at their lower grades.

4. I believe such periodic reviews would be of great benefit in maintaining high-quality staffing of senior executive positions by providing an orderly system for effecting replacements at those levels. They would eliminate any basis for failure to take necessary displacement action. Such reviews can be conducted without changing present Agency regulations. If you agree that such action is desirable I shall prepare rosters of the supergrade officers under the jurisdiction of each Deputy Director together with appropriate transmittal memoranda for signature by the Director.

Harry B. Fisher  
Director of Personnel

CONCUR:

\_\_\_\_\_  
Executive Director-Comptroller

\_\_\_\_\_  
Date

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, Review Staff  
1 A 04

EXTENSION

NO.

7497

DATE

9 March 1971

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DD/Pers/P&C  
1 A 04

9 MAR 1971

*off-*

2.

3. D/Personnel  
5 E 56 Hqs

*HBF*

This presents the proposal which I have discussed concerning the periodic review of supergrades to determine their retention at that level.

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Finally, OLC will write brief memo to me on to Ex Dir giving current status

following discussions with  will you hold whole package pending

outcome of FES legislation.

*John -*  
I discussed this idea informally with Col. White on 22 March. I had planned to rewrite to include some other points — In any event Col. White is interested but suggested we hold in abeyance until we see what happens to FES in Congress. In meantime my discussion is adequate response to his back sheet note re para 35 (per Col. White)

*Continued*

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

C/Review Staff

EXTENSION

NO.

DATE

29 March 1971

TO: (Officer designation, room number, and building)

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DATE

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OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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|-----|-------|--|----------|---|
| 1.  |       |  | 7/29 Jnt | 142 F.Y.I.  |
| 2.  |       |  | 3/29 Jnt | Talked with D/Pers about this and found that Mr. Fisher agrees with the proposal and hopes to buy it up again at some later date.   |
| 3.  | Carol |  |          | 3- Please file this with our other F&S papers & also file a cc in our file on Management of Supergrade Personnel. - a cc of this R & R sheet too. - Return the file to Helms per his request. |
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